



Procurement Policy

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

Our Vision, Our Values, Our Strategic Objectives

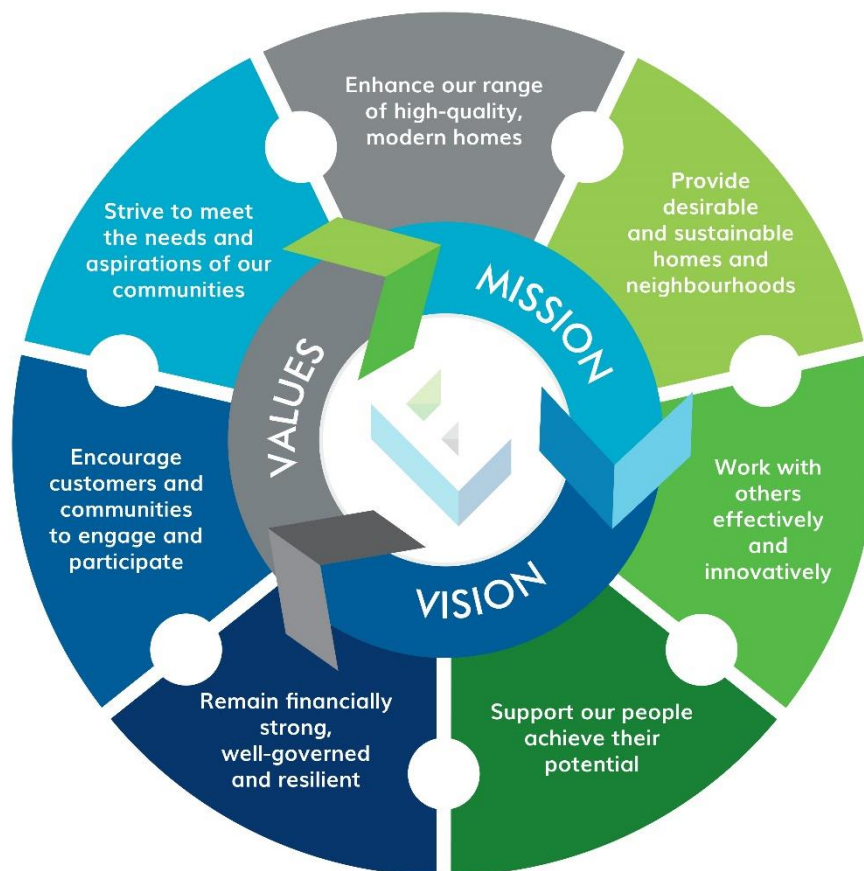
Our Vision

A vibrant neighbourhood where everyone can prosper.

Our Values

Caring, Reliable, Fair, Open and Adaptable

Our Strategic Objectives



Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with our Equality and Diversity Policy.

We will regularly review this Policy and consider any equalities implications taking the necessary action to address any inequalities (either directly or indirectly) that result from the implementation of this Policy.

Executive Summary

Policy Author

The Director of maintenance is responsible for drafting this policy however, all staff who purchase goods or services are responsible for implementing this policy.

Purpose of the Policy

The purpose of the procurement Policy is to ensure that all procurement activities are carried out in a transparent, open manner and that all suppliers are treated equally.

Aims and Objectives of the Policy

The aim is to provide compliant, open and transparency in all Procurement activities, with the objective to provide sustainable procurement that ensures that contracts and services This section will outline the key aims and objectives of the policy, to ensure that the associations procurement activities are not a risk to the association

Legislative and Regulatory Compliance

The legislative and regulatory compliance relating to Procurement is :

- The Procurement Reform (Scotland) Act 2014 (the 2014 Act),
- the Public Contracts (Scotland) Regulations 2015 (the 2015 Regulations) and
- Procurement (Scotland) Regulations 2016 (the 2016 Regulations).

To further our compliance we have reviewed the statutory guidance issued by the Scottish Government and the Scottish Housing Regulator.

Equalities

The aims of this policy is to ensure that each economic operator (contractors, consultants and service providers) are treated equally, non-discriminatory and transparently throughout the procurement activity.

Privacy

This policy does contain situations which requires compliance with Freedom of Information requests and GDPR.

Related Policies

Policy Title	Location
FOI and EI policy	V:\Elderpark Policy Suite\Governance Policies\G29 FOI and EI Policy.pdf
Code of Conduct: Management Committee Members	V:\Elderpark Policy Suite\Governance Policies\G4 Code of Conduct Management Committee.pdf
Code of Conduct: Employees	V:\Elderpark Policy Suite\Governance Policies\G3 Code of Conduct Employees.pdf
Scheme of Financial Delegation	V:\Elderpark Policy Suite\Governance Policies\G5 Scheme of Financial Delegation Policy.pdf
Anti-Fraud and Corruption Policy	V:\Elderpark Policy Suite\Governance Policies\G6 Anti-Fraud and Corruption Policy.pdf
Standing Orders Policy	V:\Elderpark Policy Suite\Governance Policies\G7 Standing Orders Policy.pdf
Risk Management Policy	V:\Elderpark Policy Suite\Governance Policies\G7 Standing Orders Policy.pdf
Whistleblowing Policy	V:\Elderpark Policy Suite\Governance Policies\G24 Whistleblowing Policy.pdf
Notifiable Events Policy	V:\Elderpark Policy Suite\Governance Policies\G30 Notifiable Events Policy.pdf
Procurement Strategy	To be added
Equality and Diversity Policy	V:\Elderpark Policy Suite\Governance Policies\G13 Equality and Diversity Policy.pdf

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1 Introduction

- 1.1 This policy describes how the Elderpark will purchase, or 'procure', goods, services and works.
- 1.2 The term 'procurement' as used in this policy covers the process of purchasing the full range of goods, services and works we require, ranging from small items (e.g. office stationery) to large development and planned maintenance contracts awarded following a full robust tendering process.
- 1.3 Under the system of delegated authority, staff members will be responsible for committing Elderpark's funds to the purchase of goods, services and works in the legitimate operation of the Association's business.
- 1.4 It is Elderpark's policy that all activities, which involve procurement, will be undertaken with honesty, integrity and with appropriate internal controls in place, both to safeguard the staff involved and maintain the reputation of Elderpark Housing Association.

2 Purpose of Policy

- 2.1 All of Elderpark's procurement activities will aim to achieve optimum value for money in a sustainable manner by ensuring that whenever appropriate, we assess quality, cost and sustainability. We recognise that the lowest cost will not necessarily be the best value in the longer term, and that we cannot award contracts based on price alone.
- 2.2 We also recognise the importance of sustainable procurement, and our duty to procure in a manner that improves the economic, social and environmental wellbeing (this includes reduction of inequality) of the communities in which we operate. All our procurement will be sustainable and balance price, quality and the positive impact on our communities, whilst always being proportionate to the size of each individual procurement exercise.
- 2.3 To help achieve a sustainable procurement approach, we will maximise the community benefits that we secure through our procurement activities; however, we recognise that this must be proportionate to the value of the contracts being procured, and so will consider the inclusion of explicit community benefit clauses in all our contracts.
A key driver in this will be having an impact on the local economy. Elderpark Housing realises the distinct benefits we can create as a (community based business working with other small businesses commonly known as SME's) in helping local employment and other social value projects within the local community.
- 2.4 We will ensure that our procurement processes are fair and comply with legal requirements; including European Union procurement Directives and Scottish Government legislation particularly the changes required by the Procurement Reform (Scotland) Act 2014 and the Procurement (Scotland) Regulations 2016.
- 2.5 The specific procurement approach adopted for individual procurement exercises will be based on the nature, scale and value of the contract being awarded (Ref: Appendix 1). Where it is appropriate to evaluate tenders on a price/quality, a scoring matrix will be developed. The factors scored will vary depending on the nature of what is being procured with the weighting of the different factors (e.g. 70% quality, 30% price) considered and determined in advance:

scoring criteria will be included in tender packs. The Quality/Price ratings for high value high risk contracts will be approved by the Management Committee.

- 2.6 In making procurement decisions, we will also seek to contribute to maintaining and improving the environment, both by purchasing recycled or 'environmentally friendly', energy efficient, fair and ethically traded goods whenever possible and/or by supporting suppliers or contractors whose values and production processes are environmentally positive.

3 Responsibility for Procurement

- 3.2 With the adoption of this policy, Elderpark will ensure compliance with the following:
- Current legislative and statutory regulations.
 - Codes of practice, in particular those produced by Scottish Government, the Scottish procurement Directorate and other professional bodies.
 - Accounting standards, in particular compliance with external and internal audit requirements.
 - Association Rules, Management Committee remits and Standing Orders.
 - Delegated powers to Office Bearers and staff.
 - SHR and SFHA guidance, e.g. Regulatory Standards, Code of Conduct for Board Members/staff.
- 3.3 The Elderpark Housing will ensure that any committee member or member of staff who has an interest in the item being procured takes no part in the procurement process and that any such interest is declared and recorded in the required manner.
- 3.4 The Management Committee will ensure that committee Members participate in the procurement process at the appropriate stages in accordance with the tendering procedures as outlined within this policy and the Financial Regulations.

4 Principles of Procurement

- 4.1 In respect of all transactions that involve committing Association funds to the purchase of goods and services the following principles should be applied:
- The appropriateness of the goods/service for the purpose of the procurement, e.g. what level of quality/standard is required and why.
 - Our strategic aim, in all our procurement activities will be to achieve the best 'value for money' by ensuring that, in all procurement exercises, we assess quality, cost and sustainability.
 - Elderpark shall not award any contract based on price alone.
 - In considering value for money and appropriateness, staff should identify additional requirements such as sustainability, timing (e.g. speed of delivery), back up/implementation requirements, community benefits, and special discounts.
 - Staff should be aware that the Association is not registered for VAT and consequently suffers the full cost of VAT charges.

5 Commitment to Equality & Diversity

- 5.1 Elderpark Housing is committed to promoting fair and equal treatment for all and is opposed to any form of unlawful discrimination. We operate an Equality & Diversity Policy which informs all aspects of our business and ensures we adhere to the Equality Act 2010. In line with our commitment and upon request, the Association can make this Policy available, free of charge, in a variety of alternative formats including large print, audio, Braille and other languages.

6 Authority to Incur Expenditure

- 6.1 All procurement activities will be conducted in accordance with the Association's Financial Regulations policy and in line with the financial limits detailed within Section 7 of this policy.
- 6.2 The Management Committee will review these financial limits regularly to ensure that they remain appropriate for the effective governance of the Association.
- 6.3 As per the Financial Regulations, staff members have delegated authority and should be cross-referenced with the current Schedule of Delegated Authority in place at the time of the procurement activity.

7 Financial Limits for Tenders

- 7.1 The Management team, in conjunction with the Chief Executive, will consider when tendering for services to the Association is appropriate or when receipt of quotations or estimates is acceptable (Ref: Financial Regulations).
- 7.2 In view of 7.1 and 6.3 above, the following cost guidelines will be adhered to. In the event of any incident where these guidelines are not adhered to, the reasons for this will be reported on at the next Management committee meeting.
- (a) Expenditure between £10,000 and £50,000 will require at least 3 quotes using the Quick Quote process on the Public Contracts Scotland (PCS) portal. Approval of the successful tender by the Committee is not required due to the low risk and contract value
 - (b) Expenditure over £50,000 for goods and services will be categorized as a Regulated contract and will be advertised and tendered through the Public Contracts Scotland portal. Approval of the successful tender by the Committee is not required as the Management Committee should have already approved the budget and/or the framework contractors for that particular contract.
 - (c) Major capital (works) expenditure likely to exceed the Regulated contract threshold and will be tendered via the Public Contracts Scotland and depending on the value threshold for goods, services or works, this will determine if it's a Regulated procurement activity. Approval of the successful tender is not required as the Management Committee have already approved the budget and/or the framework contractors for that particular contract.

(d) The threshold for non-regulated works is at £2,000,000. However, Elderpark may opt to utilise the “open” procedure and publicise our intention to seek offers as in line with a regulated procurement route using the Public Contracts Scotland portal.

7.3 As members of the various frameworks, all mini-completion call offs shall be processed via the Quick Quote functionality contained in the PCS portal. Call offs via the Scottish procurement Alliance (SPA) will be administered by SPA staff.

8 Service Agreements and Contracts

8.1 We will procure certain services through contracts or service agreements for periods of one year or longer, in accordance with current procedures. Examples are contracts for the provision of cyclical maintenance, Gas servicing and repairs and maintenance services, lift maintenance, landscape maintenance, or agreements for the servicing of office equipment, fire and security alarms or IT systems.

8.2 Where these agreements fall within the spending limits for staff they will have delegated authority to enter into agreement, otherwise these services should be procured as per the detailed procedures.

8.3 The results and awards of procurement activities for “Regulated” service contracts or agreements will be reported to the management committee at the next meeting and in the annual procurement report

9 Obtaining Prices, Quotations and Tenders

9.1 The summary table in Appendix 2 sets out the different methods of obtaining prices, quotations and tenders that must be followed when procuring goods, services and works. These methods are based on the value of the procurement and show the acceptable procurement method and the necessary level of approval.

9.2 Prices for items under the current cost limit which do not require quotations or tenders, the authorised member of staff will, where appropriate and/or possible, seek to check at least two alternative prices either in writing, price list, or by requesting details by e-mail.

9.3 Quotations - Quotations may be requested electronically using Quick Quote on the PCS portal. The authorised member of staff will ensure that sufficient detail in the scope and specification is provided to those invited to quote to enable accurate, comparable quotes to be received.

9.4 Tenders - Following the full development of all the appropriate tender documentation, suppliers will be invited to tender. Where the value of the contract deems the contract to be a “regulated” contract, these will be incorporated into the annual Procurement report in April each year. As outlined in Section 4, all goods, services and works will be procured on a quality and price basis. Where this is the case, the appropriate criteria and ratios will be agreed in advance of the procurement being advertised on the PCS portal.

- 9.5 Negotiation - Where it is proposed that contracts are procured through negotiation, there must be clear justification for doing so and the decision to enter into contracts based on negotiation must be approved at the appropriate level of authority.
- 9.6 Freedom of Information requests - As of November 2019 all Registered Social Landlords are subject to the Freedom of Information (Scotland) Act 2002. Freedom of Information requests on the detail of tendered costs for works is deemed as commercially sensitive, and shall not be disclosed. However, un-successful contractors who bid for tenders and lost out can receive more detail relating to their quality submission and scoring. We shall proactively publicise information that is likely to be of public interest to enable the association to respond to requests easier and hopefully reduce the number of requests at the same time.

10 Specialist Suppliers / Contractors / Consultants

- 10.1 Where there is only one specialist supplier or contractor for a particular item or service, we will seek to negotiate the most advantageous price and terms prior to placing an order or signing a service level agreement. Details of the discussions held and the reasons for the final recommendation will be fully recorded and reported to the Management Committee.
- 10.2 Appointment of Consultants - Staff may make consultants appointments subject to financial limits. Appointment of consultants can be made on the basis of:
- (a) Previous performance on behalf of the Association.
 - (b) Recommendation by another approved consultant, contractor or Housing Association.
 - (c) Allocating workload according to experience, size of practice, value of contract and workload commitments. It may for instance, be inappropriate to award a large contract to a one person firm whereas for a smaller contract this may be wholly appropriate.

11 Other Methods of Procurement

- 11.1 We will continually review our methods of procurement in order to achieve best value for money, meet our duty of sustainable procurement, and to comply with current statutory regulations, Scottish Housing Regulator guidance and 'good practice'.

12 Supply Chain

- 12.1 The Procurement (Scotland) Regulations 2016 sets out a variety of situations in which the Association must exclude a potential member of its supply chain.
- 12.2 These situations include: conviction of an offence; bribery; corruption or theft; failure to comply with payment of tax or another statutory duty; misconduct or collusion to distort competition; lack of a necessary license; non membership of a regulatory body required to perform the contract; insolvency or appointment of a receiver; or, deficient performance in another regulated procurement.
- 12.3 In addition to the situations listed in 12.2, further guidance can be published by the Scottish Government, and this may include additional assessment of potential suppliers relating to recruitment, remuneration (including payment of a living wage) and other terms and conditions, as well as Trades Union recognition.
- 12.4 There is also a duty on the Association to pay its contractors in a timeous manner.

13 Freedom of Information and GDPR

- 13.1 Where possible and practical to do so Elderpark will aim to be open in its request for tendering information. However, when implementing the policies and procedures all staff and board members must adhere to and be aware of the requirements of the Association's approved Freedom of Information and Environmental Information and Privacy Policies and be mindful of commercial sensitivity, particularly of third party information.
- 13.2 In situations where there may be any doubt about the requirements of the Data Protection, FOI Policies and commercial sensitivity verses the rights to information, it is recommended that the Association seeks the views of its GDPR consultants.

14 Risk Management

- 14.1 Elderpark recognises that ineffective procurement presents a risk to the Association. This is rated as a high risk and so a risk management action plan is in place and early warning indicators have been identified to monitor this risk.
- 14.2 Failure to operate within Procurement legislation resulting in contract awards being cancelled with costs or other remedies being sought through the courts by third parties. This is rated as a low risk as we aim to follow the government's published procedures.
- 14.3 Elderpark will ensure any training on procurement required by staff, is identified through performance review or otherwise, and that these needs are met to provide an efficient and effective procurement service.
- 14.4 Elderpark will undertake both internal and external audit of procurement as required and will take account of any recommendations contained therein.

15 Monitoring procurement activities

- 15.1 The Chief Executive is responsible for ensuring that all committee Members and members of staff involved in the procurement process follow this policy, and the supporting procedures. This will also ensure that staff carrying out procurement activities has received adequate training and possess the expertise to carry out procurement activities.
- 15.2 The Chief Executive is responsible for ensuring that staff implements this policy, and the relevant procedures, when procuring goods, services and works.
- 15.3 The Chief Executive will ensure that the Committee reviews this policy regularly and that the appendices are reviewed as necessary and revised if required.
- 15.4 The Association should monitor the value of its contracts within a given financial year, to ensure it complies with the Scottish Government Procurement Regulations.

(a) Procurement Strategy – As Elderpark's regulated procurement expenditure is anticipated in the near future to be greater than £5,000,000 within a financial year, there is a requirement to develop a procurement strategy that sets out how it will carry out regulated procurements to achieve its purpose, deliver value for money

and comply with legislation. In addition, the strategy will require giving details of the Association's policy in areas such as: community benefits; consultation with those affected by the procurement such as tenants; promotion by its supply chain. health and safety, requirements, as well as ethically traded goods/services.

(b) Procurement Report – As part of the strategy Elderpark must produce an annual report on its regulated procurement activities at the end of each financial year that includes: completed regulated procurements; adherence to the procurement strategy; community benefits achieved; involvement of supported businesses; and expected procurements in the next two years.

(c) Community Benefits – The Association will strive to include community benefits in all procurement activities. The current legislative threshold for community benefits is £4million. However, by including community benefit clauses in the tender documents will highlight the associations desire to incorporate community benefits in its procurement activities. Community benefits shall be relative to the value and length of contact period, and will be negotiated with successful suppliers.

(d) Contracts Register – The Association will have to put in place a system to create and maintain a contracts register for regulated procurement, and publish the register on our web page.

16 Review

- 16.1 This policy is planned for a full review in 3 years' time (June 2025), however, as a matter of course, we shall review every year following the performance of our procurement activities contained in the annual procurement report, or when there is any change in legislation affecting how we procure goods and services.

Appendix 1 Guidance on Approach to Procurement

1. Contract Thresholds and Duration

1.1 Contract thresholds (the estimated lifetime value of a contract excluding value added tax), under the Procurement Reform (Scotland) Act 2014, are as follows:

Threshold	Type of Contract	
	Goods & Services	Works
Non Regulated Procurement (Route 1)	£0 - £49,999	£0 - £1,999,999
Regulated Procurement	>= £50,000	>= £2,000,000

Scottish Government guidance stipulates Framework Agreements must not exceed 4 years. Elderpark aims to enter longer term contracts, therefore, the length of contracts and subsequent extensions shall be agreed with the management committee.

2. .1 Procurement Approach - Guidance on the approach to be taken during procurement activities is outlined below, utilising

2.2 Non Regulated Procurement

(i) Before proceeding please ensure that you have authority to procure goods and/or services on the Association's behalf

- Consider if the purchase is essential
- Consider if alternative options been considered
- Consider if there is a robust and approved business case / budget.

(ii) Prepare a brief - as a minimum, identify the key requirements, outputs, consider how the responses will be objectively evaluated and include estimated timescales for the requirement. Also consider how the contract will be managed in terms of quality, service, cost and delivery at this point.

(iii) Identify suppliers – seek the appropriate number of quotations / estimates (in line with the Elderpark's Procurement policy, (Appendix 1) who have the experience and expertise to meet your requirements. In order to receive the appropriate number of quotes back from suppliers, the Association may wish to approach several suppliers in case not all respond and to generate real competition.

The Association may also select suppliers by searching the register of suppliers on the Public Contracts Scotland (PCS) website which provides a 'Quick Quote' system to seek quotations from suppliers registered on the website.

Whilst the association will default to procuring via the PCS portal, there may be some circumstances the Association may not wish to use PCS due to the low value of the contract. Suppliers may be identified via the other means for instance previous delivery of works/supplies or by advertising locally.

- (iv) Prepare quotation documents – your completed brief and the Association’s terms and conditions of contract for the purchase of goods and/or services should be attached. Any other information that may affect a supplier’s quote for instance Pre-construction health and safety file, should also be included in the ‘Invitation to Quote’ document.

Suppliers may ask questions about the ‘Invitation to Quote’ document and as a result you may wish to issue further information or clarification not contained within the original document. If you have issued any clarifications, you should communicate all questions, answers and clarifications in writing to all suppliers via the PCS portal.

- (v) Receive and evaluate responses – this is usually processed via the PCS portal as it provides an audit trail, however, If PCS is not used, then quotation responses may be received in hard copy or by email. At the same time, unsuccessful suppliers should be notified. A supplier is entitled to ask for the reasons why their quotation was unsuccessful. It is essential all feedback is documented for audit purposes and based on the objective criteria used to evaluate the quotation.

- (vi) Retention of documentation – all documents relating to the quotation process must be retained to ensure a full audit trail.

- (vii) Contract management – the supplier’s performance should be managed throughout the lifetime of the contract and the Association should ensure that the goods / services are delivered in line with the performance or service level expectations identified in the original quotation.

2.2 Regulated Procurement Regulated procurement can involve utilising various procurement routes in arriving at the Most economic Advantageous tender (MEAT), routes include open and restricted procedures as well as competitive dialogue amongst others. For detailed guidance and best practice on the approach for regulated procurement, refer and follow the Scottish Government’s Procurement Journey –

<https://www.procurementjourney.scot/>.

It should be noted that all regulated procurements must be advertised on the Public Contracts Scotland website – <http://www.publiccontractsscotland.gov.uk>

Appendix 2 - Methods of Obtaining Prices, Quotations and Tenders

Budgeted Spend (refer to the Financial Regulations, for authorisation).

LIFETIME VALUE (EXCL VAT) – 3 YEAR MAX TERM – excl extensions	PROCUREMENT METHODS	APPROVAL	AFFECTED PROCUREMENT ACTIVITY
Up to 10,000	Minimum of 2 estimates	As per Financial Regulations	<ul style="list-style-type: none"> • General Office Expenditure • Consultants • Training • Promotion Participation • Audits • One-off works
£10,000 - £50,000	Quick Quote minimum of 3 suppliers invited to quote	As per Financial Regulations	<ul style="list-style-type: none"> • Minor repairs contractors • Ad Hoc / one off Component Replacements • Accounting/auditing Services
£50,000 - £250,000	Regulated contract, minimum of 5 suppliers invited to tender – Open or restricted procedure	As per Financial Regulations	<ul style="list-style-type: none"> • Repairs and maintenance contracts • Major Component Replacement • Telephone infrastructure • Legal services • ICT services
£250,000 - £2,000,000	Regulated contract, minimum of 5 suppliers invited to tender – Open or restricted procedure	As per Financial Regulations	<ul style="list-style-type: none"> • Repairs and maintenance contracts • Major Component Replacement
Over £2,000,000 OEJU procurement routes	Tenders Direct (Post OEJU/Brexit) procurement routes	As per Financial Regulations	<ul style="list-style-type: none"> • Repairs and maintenance contracts • Major Component Replacement • New build • Private finance

Appendix 3 - Review of Contractors' Performance

1. Following the completion of a contract, the management committee or sub committees shall be presented with a report identifying the strengths, weaknesses and any lessons learned. This is not solely focused on the contractor's performance but also Elderpark's contract management throughout the life of the contract. A quarterly report shall also go to the management committee and sub committees (where applicable) on progress throughout the duration of each contract.
2. Review of the contractors' performance should also include but not limited to:
 - Costs
 - Value for money
 - Ability to respond to target timescales
 - Emergency cover
 - Standard of work
 - Tenant satisfaction
 - Track record of solving problems
 - Record of submission of reports and accounts timeously
 - Knowledge, skills and availability of tradesmen and key staff
 - Helpfulness and knowledge of office based staff
 - Current workload.

Appendix 4 - Tender Opening Procedure

Each Director shall be responsible for ensuring that the following procedure is followed:

1. Tenders in the first instance should always be submitted using the PCS portal office.
2. The portal provides a full audit trail and requires to members of staff to release the documents to view. Documents cannot be released via the portal until the date and time for submissions has expired. In some circumstances consultants will be authorised to carry out the tender opening event, however, all documents including audit trail must be sent to Elderpark for recording.
3. Any Regulated contracts should be recorded for the annual procurement report on achieving best value for money, meet our duty for sustainable procurement, and to comply with current statutory regulations, Scottish Housing Regulator guidance and 'good practice'.

Appendix 5 – Procurement Checklist to be completed by Purchaser

When undertaking a Procurement exercise this checklist **must** be completed and passed to Corporate Services who will record the details within the Contractors Register and make the arrangements to ensure Data Processing Agreement is in place. Please ensure this checklist has been fully completed and signed before passing to Corporate Services.

1. Details to be provided for the Contracts Register

Department	Subject	Contractor	Description of Works	Budget Heading	Annual Value	Frequency	Cumulative Value	Procurement Route	Date Awarded	Contract Start Date	Contract End Date
e.g Maintenance	e.g Gas / Reactive Repairs		e.g new kitchens / bathrooms, windows	e.g cyclical maintenance, legal		e.g 1 year, 2 years					

2. Does the contract require a Data Processing Agreement (DPA) be put in place?

Yes

No

If yes the following information **must** be provide to the DPO.

Contact name at contractor who can support the DPA process	
Email address for the above contact	
Telephone number for the above contact	

3. Has this contract been awarded in line with our Scheme of Financial Delegation?

Yes

No

4. Please outline how this was the case?

Appendix 5 – Procurement Checklist to be completed by Purchaser

5. Does the contract award require a formal contract? Yes No

If no, how was the contractor / consultant etc notified of their award (for example email, letter etc) _____

6. Have all necessary accreditations been received and retained by the Purchaser? Yes No

7. Has the contractors insurance been checked and retained by the Purchaser? Yes No

I, the Purchaser on behalf of Elderpark Housing, confirm the above information relating to any new contract award been passed to Corporate Services and all elements in line with our Procurement Policy, Financial Regulations and Scheme of Financial Delegation

Name	
Signature	